

Travel Expense Claim**See Instructions and *Privacy
Statement on Reverse Side**Pg. 1 of 1

STD. 262 (Rev. 7/2005)

Claimants Name Chris Murphy			SSN or Employee Number *		Department Office of Traffic Safety	
Position		CB/ID #		Division or Bureau		Index Number
Residence Address			Headquarters Address 2208 Kausen Dr. Ste 300			Telephone Number 916 509-3030
City Elk Grove		State CA	Zip Code 95758	City Elk Grove		State CA
				Zip Code 95758		

(1) Month/Yr Nov 2009		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) Lodging	(5) Meals			(6) Incide ntals	(7) Transportation			(8) BUSINES S EXPENS E	(9) TOTAL EXPENSES FOR DAY
(2) Date	Time			Break - fast	Lunch	O.T., L/T, N/C, Relo. Or Dinner		(A) Cost of Trans.	(B) Type Used	(C) carfare, tolls, parking	(D) Private Car Use Miles Amount	
11/2		Elk Grove to Sacramento									27 14.85	\$14.85
11/4		Elk Grove to Fremont									202 111.10	\$111.10
11/5		Elk Grove to CHP Academy									33 18.15	\$18.15
11/12		Elk Grove to Natomas									32 17.60	\$17.60
11/17		Elk Grove to Valencia	120.96	6.00	10.00	18.00					401 220.55	\$375.51
11/18		Valencia to San Fernando & Ontario	88.28	6.00		18.00	6.00				81 44.55	\$162.83
11/19		Ontario to Norco, Riverside, Upland, Ontario	88.28	6.00	10.00	18.00	6.00				102 56.10	\$184.38
11/20		Ontario to Rialto, San Bernardino, Elk Grove		6.00		18.00	6.00				471 259.05	\$289.05
11/23		Elk Grove to El Cerrito & Vallejo								4.00	181 99.55	\$103.55
11/24		Elk Grove to Petaluma & Santa Rosa									237 130.35	\$130.35
11/25		Elk Grove to Orange Co.						304.20	A	9.00	45 24.75	\$337.95
11/30		Elk Grove to Dwntwn Sac								12.25	28 15.40	\$27.65
											0.00	\$0.00

(10) SUBTOTALS

297.52 24.00 20.00 72.00 18.00 304.20 25.25 1840 1,012.00 0.00

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$1,772.97

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

11/2- Op Grant trning for new grantees 11/4- Alameda Co DUI AVOID Presentation/Award Luncheon-law enforcement 11/5- CHP/OTS Award Presentation 11/12- SHSP Mtg. 11/17- left EG @ 5:45am to Fresno-speak @ media event, then to Clovis, Visalia & Bakersfield PD for Awards presentation 11/18- traveled from Valencia for awards presentation then to Ontario 11/19- traveled from Ontario to Norco to Riverside to Upland PD's for award presentations 11/20- Award presentation in Rialto then San Brnrdo DUI AVOID luncheon presentation 11/23- to El Cerrito & Vallejo PD to present CLEC Awards 11/24- to Petaluma & Santa Rosa PD to present CLEC Awards 11/25- to Orange Co. guest spkr on AM Radio Station about DUI 11/30- mtg at BTH

(12) NORMAL WORK HOURS

08:00 - 17:00

(13) PRIVATE VEHICLE LICENSE**(14) MILEAGE RATE CLAIMED**

\$0.550

**AGENCY ACCOUNTING OFFICE USE
ONLY**

PAID BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY That the above is a true statement fo the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum reate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirement as prescribed by SAM Sections 0750, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE	DATE	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
(17) SIGNATURE AND TITLE OF AUTHORITY FOR SPECIAL EXPENSES (See Item 17 on reverse)			DATE

